

Legal Internship Program

Program Description

The [Administrative Conference of the United States](#) (ACUS) is seeking **2Ls and 3Ls** for unpaid externships—either part-time or full-time—in the fall and spring semesters, and **rising 2Ls and 3Ls** for unpaid internships—full-time—in the summer. Internships may be remote, in-person, or hybrid.

Interns work closely with supervising staff attorneys to conduct legal research, analysis, and writing. Assignments commonly include research into specific questions of administrative or regulatory procedures and policy; preparation of legal memoranda; and compiling and summarizing legal developments and data that support various ACUS projects. Throughout their time at ACUS, interns are exposed to a range of topics within administrative and regulatory law and have opportunities to participate in ACUS-sponsored events and interact with professionals from different administrative agencies and fields of expertise. Interns are also encouraged to pursue independent research that relates to ACUS's mission, including how emerging technologies can improve administrative processes.

Program Requirements

A minimum internship length of **8 weeks** for both full-time and part-time interns is required. A minimum time commitment for part-time interns of **10 hours per week** is required. Coursework and a demonstrated interest in administrative law is preferred. Familiarity with federal agencies and administrative processes is also preferred.

Application Process

Please submit a cover letter (describing coursework and/or work experience related to administrative law), resume, unofficial transcript, and writing sample (maximum of 10 pages). Interested applicants should indicate whether they are interested in an internship for the spring, summer, or fall. Applications are considered on a rolling basis.

Applications should be emailed to knowacki@acus.gov.

Current Research & Resources

Find out more about our current research initiatives and resources:

Current Projects

Recommendations

Reference Guides

Reports



ACUS is a small independent agency in the executive branch that conducts research and provides advice and recommendations for improving administrative procedures and processes—such as rulemaking, adjudication, enforcement, and public participation—in the federal government.

ACUS brings together experts in the public and private sectors to analyze current procedures and suggest best practices.

Contact ACUS

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